

5 FAH-2 H-830 PROCUREMENT

(TL:TEL-2; 05-23-2002)

5 FAH-2 H-831 EQUIPMENT AND NON-EXPENDABLE MATERIAL FOR CAAS

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Procurement of equipment and non-expendable materials destined for a CAA must conform to DS security standards in 12 FAM 350 and 12 FAH-6, OSPB Security Standards and Policy Handbook. The destination of the purchase should not be disclosed to the vendor and any correspondence regarding shipment must be classified.

5 FAH-2 H-831.1 Purchases Funded by Bureau, Agency, or Post

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

If a post, agency or bureau pays for material destined for a CAA, any one of the following three methods for procurement may be used. The exception to this is if the material is destined for the post communications center (PCC), in which even, only stateside acquisition is authorized.

5 FAH-2 H-831.1-1 Random Purchase

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

"An approved method, which must be executed in accordance with Office of Procurement Executive (A/OPE) Procurement Policy Directive No. 5, whereby a vendor is selected at random from among a number of possible vendors (usually 3 or more), each of whom has been identified as able to supply required item in required quantity from shelf stock. The required quantity of item is procured and immediately taken into controlled possession by cleared U.S. citizen, and transported to a controlled access area (CAA) or secure storage area (SSA), without vendor's prior knowledge of intended

procurement, and without referrals to or from vendor. This process is generally limited to procurement of low volume and emergency items involving CAA; a cleared U.S. citizen is required to make random selection of required units from vendor's shelf stock." Random purchase of automated information systems, classified information processing equipment and unclassified electrical/electronic equipment is only authorized at low and medium technical threat level posts. Further prohibitions may apply, see 12 FAH-6 for further restrictions.

5 FAH-2 H-831.1-2 Third Country Purchase

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

The ordering post can also send a telegram with fiscal data, ordering information and secure shipping instructions to a purchasing post. The purchasing post will then select the item randomly off the vendor's shelf without disclosing to the vendor the destination of the item and ship it securely back to the ordering post.

5 FAH-2 H-831.1-3 State-side Acquisition

(TL:TEL-2; 05-23-2002)
(State only)

- a. A/LM/AQM (Logistics Management, Office of Acquisitions) can purchase desired equipment from U.S. vendors. Posts should prepare a requisition containing a complete description of the items needed, part numbers, voltage requirements and, if available, suggested vendors and prices. Once A/LM/AQM purchases the material, A/LM/AQM consigns it to A/LM/OPS/WLC/SC (Office of Logistics Operations, Washington Logistics Center, Supply Center) for controlled shipment to post. A/LM/AQM will also send telegraphic notification with the purchase or delivery order number and estimated date of arrival at A/LM/OPS/WLC/SC, the Supply Services Center at SA-7.
- b. The Supply Services Center packs and coordinates secure shipments to posts abroad. CIPE material for some posts will be inspected and certified by IRM/OPS/ITI/TSS (Office of IT Infrastructure, Technical Security and Safeguards Division). The Supply Services Center calculates packing, shipping, receiving and document preparation fees and will notify the post by telegram of the total charge of the order. Post or bureau fiscal data should cover the final total cost of the shipment.

5 FAH-2 H-831.1-4 State-side Acquisition by other Agencies

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Other agencies may perform state-side acquisition of expendable or non-expendable supplies and/or equipment for use at post. Procurement of equipment and non-expendable materials destined for a CAA must conform to standards in 12 FAM 350 and 12 FAH-6, OSPB Security Standards and Policy Handbook.

5 FAH-2 H-831.2 Purchases Funded by IRM

(TL:TEL-2; 05-23-2002)
(State only)

Program property funded by IRM, such as telegraphic, radio or telephone equipment, is handled and shipped by A/LM/OPS.

5 FAH-2 H-832 EXPENDABLE SUPPLIES FOR CAAS

(TL:TEL-2; 05-23-2002)
(State only)

- a. Order expendable supplies for ADP and TERP V equipment from the Office of Acquisitions, Contract Management Division (A/LM/AQM/CMD). IPC personnel select the shipping method based on the type of material, where it will be used, and post's threat level.
- b. Inform A/LM/AQM/CMD whether the items should be forwarded via diplomatic courier pouch, unclassified controlled air pouch, unclassified pouch or airfreight. If post is not categorized as a critical technical threat post, post will have to justify using the diplomatic courier service. Supplies issued in support of ADP and TERP V equipment without the proper justification will be forwarded by unclassified controlled air pouch.

5 FAH-2 H-833 EXPENDABLE SUPPLIES FOR OTHER AGENCIES

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Post can order ADP supplies to be used inside a CAA for another agency. Follow the same procedures outlined in 5 FAH-2 H-832. Transfer funds internally so that State Department fiscal data is used for the purchase. A/LM/AQM will hold orders received without the proper fund citation and send a telegram to the post's General Services Officer and Budget Officer requesting State funds.

5 FAH-2 H-834 EQUIPMENT AND MATERIAL USED OUTSIDE CAAS

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Post may coordinate directly with vendors for post or bureau-funded communications materials to be used outside CAAs. Material may be shipped via commercial courier service, unclassified pouch, APO or international mail.

5 FAH-2 H-835 THROUGH H-839 UNASSIGNED